

## Travel Questions

### **Q1. If I choose to travel home on my weekends off during my rotation, will NACC reimburse my rental car gasoline for that travel?**

No, NACC will not reimburse expenses for personal trips home (this also includes sightseeing trips) since those types of trips are of personal choice and are not business related expenses. Please keep in mind that travel beyond the 20 mile radius of your rotation site is considered personal travel and those gasoline expenses are not reimbursable.

### **Q2. I've heard I cannot get reimbursed for gasoline if I refuel my rental car on a weekend. I don't understand this; I like to refuel my rental on Sunday to be prepared for the work week, plus I need to drive on weekends to get meals, go grocery shopping, pick up dry cleaning, etc. Please explain.**

All gasoline receipts have a date, time, and location of the fuel service station a person used to refuel an automobile. We use MapQuest to verify and calculate the distance from the gasoline receipts submitted. If you are beyond the 20 mile radius of your rotation site - then it will not be reimbursed since it is considered personal travel. If you are within the 20 mile radius of your rotation site, and it is on a weekend - that is acceptable because we understand that you need in and around mileage - which is also up to 20 miles per day depending on the location of your lodging.

### **Q3. While on my rotation, my rotation command requires me to travel off site occasionally. Who pays for that travel?**

You must submit a separate travel request through your rotation command for approval. They will fund those types of trips. However, since you will be receiving per diem when traveling with them, please remember you must zero out your per diem on your NACC travel orders for the days you are traveling with your rotational command. Dual per diem is unauthorized; however dual lodging will be authorized.

### **Q4. Am I authorized reimbursement for hotel parking?**

Yes, for regular parking charges, not valet parking. Receipts must be provided for validation.

### **Q5. I was approved to extend my dates on my current orders. Whom do I need to contact to change my flight schedule and rental car accommodations?**

You need to contact SATO at 1-800-359-9999 to reschedule your flight and rental car information.

### **Q6. My partial payments were scheduled when I submitted my travel authorization, but payment wasn't deposited to my accounts. Whom do I need to contact?**

If payment was not deposited to your account by midnight the day after the scheduled date (i.e., scheduled deposit was for 05/25/2011 – deposit was still not received by midnight on 05/26/2011) you will need to contact the DTS help desk at 1-888-435-7146.

**Q7. How do I calculate the in/around mileage?**

The distance is calculated by the mileage from your hotel to the work site, plus 5 miles for in/around mileage, multiplied by the number of days you are on rotation. You can MapQuest the mileage to compute the one way distance. For example, if the distance is 5 miles one way you would enter the following:

10 miles (roundtrip) + 5 miles (in/around) = 15 total miles x 113 days = 1695 total miles. Once you enter the mileage, DTS will automatically calculate the expense for you.

**Q8. Why do I need to travel with my approved orders in hand?**

This is for your personal safety and protection if any incidents occur. Also, you are required to verify that your orders were actually approved – travel without approval is considered a misappropriation of government funds and is a serious offense.

**Q8a. How do I know if my orders are approved?**

You will receive an email notification from DTS informing you your orders have been stamped and approved. Log in to DTS and on the Welcome screen click on Official Travel and under that click Authorizations/Orders. The authorization you created for this trip should be found here on this page. For that particular authorization you need to click on PRINT. When you click print, it should pull up the Travel Form 1610.

To ensure the orders have been approved, block 18 should contain one of the following names:

Ronald M. Fevola  
Chris McKelvey  
Douglas Tusten  
Dave Mailander  
Hugh C. Smith

The key to approved orders is ensuring Block 22 is populated with a Travel Order Number. Primarily you will see Mr. Fevola's name. If a name appears other than the ones listed, then it was sent to the wrong routing and needs to be redirected to NACC.

**Q9. If I have a rental car and I know I can also be reimbursed for the use of public transportation, what percentage of the full \$40/wk in gas will I be authorized if I also use public transportation?**

50% of the gasoline if using public transportation since you will be using less gasoline for your rental car.

**Q10. Where can I find the visit request form that must be sent to NACC security and attached to my DTS authorization if I'm going on a rotation?**

NADP HOME SITE - INTERNS, ASSOCIATES & CFMS - OFFICIAL FORMS - VISIT REQUESTS

[https://acquisition.navy.mil/rda/home/acquisition\\_workforce/career\\_development/naval\\_acquisition\\_development\\_program\\_nadp/interns\\_associates\\_cfms](https://acquisition.navy.mil/rda/home/acquisition_workforce/career_development/naval_acquisition_development_program_nadp/interns_associates_cfms)

**Q11. Where do I attach the Visit Request in my DTS authorization?**

Expense – Substantiating Records

**Q12. What authority requires that I use a Government issued charge card on travel?**

Unless exempted, all DOD personnel are required to use a government-sponsored, contractor-issued travel charge card (GOVCC) for expenses incurred while on official travel. For a list of personnel exempted from this rule, see DOD Financial Management Regulation (DODFMR), Volume 9, Chapter 3 and your service or agency regulations. This rule does not apply when paying for goods or services for which you cannot generally pay with a credit card, Examples include taxis, phone calls, parking, laundry, etc.

**Q13. Will you pay for my luggage?**

Yes, one bag for a regular TDY and up to three bags for a rotation. The Authorizing Official (AO) may on occasion authorize additional bags. You must have your receipt for any luggage fees.

**Q14. May I ship bags instead of checking bags?**

Yes you can, however the shipping cost cannot exceed what the cost of three checked bags would be. Use whichever one is more cost effective. You can mix and match shipping and checking when cost savings can be realized. An example would be;

Bag 1 - \$25 Checked (Cheaper than shipping)

Bag 2 - \$50 Checked (Cheaper than shipping)

Bag 3 - \$150 Checked (or ship for \$75)

You would check Bag 1 and 2 and ship bag three.

**Q15. What receipts are required on my voucher?**

All receipts are required if you are claiming reimbursement. The only one you don't need is the food receipts. You are automatically reimbursed your M&IE.

**Q16. Why do I have to submit all my receipts when the JTR specifically states only receipts of \$75 or more need to be submitted?**

The JTR also states that the Approving Official (AO) is the final decision authority on what receipts must be submitted. The NACC AO has decided all receipts, less items covered in M&IE, must be provided.

**Q17. Can I procure my own lodging outside DTS?**

Yes, procuring your own lodging outside DTS is acceptable. Please ensure the below information is provided to your CSR:

- Lodging Name:
- Lodging Address:
- Rate per night:
- Lodging taxes:
- Confirmation Number:

**Q18. Which Line of Accounting (LOA) do I select?**

Please leave the LOA blank, the NACC Budget Team will add the correct LOA during their review.

**Q19. I do not see the NAIP Routing List, how do I get this added?**

Please contact your Command Lead Defense Travel Administrator (LDTA) who will need to add this routing list to your DTS profile.

**Q20. I understand I must leave on Monday for a planned rotation, why can't I leave on a Sunday and be ready to work first thing on Monday?**

In order to afford as many interns rotational opportunities as possible, NACC requires rotational travel to begin on Monday (Tuesday in the event of a holiday). This saves NACC and the government money by not having to pay out travel compensation time on Sunday and an extra day of meals and other expenses. These costs, when multiplied by the roughly 1300 interns in our program can really add up.

**Q21. I will be on leave after my travel is completed, is it okay if my voucher is not done within five (5) business days after completion of my travel?**

Yes, but please keep in mind that the longer it takes for you to complete and submit your voucher, the longer it will be before you receive your reimbursement, and for payment to be sent to your government travel credit card.

**Q22. When can I submit my authorization in DTS?**

You should submit DTS for travel authorization 30 days prior to the start of travel at which time the NACC CSR will review and forward to NACC management for approval.

**Q23. Can my rotation last longer than fifty nine (59) days?**

Yes, however some restrictions apply. Please review the NADP Operating Guide Para 6.4 or contact your Career Manager to learn more.

**Q24. How are scheduled partial payments disbursed?**

The payments are disbursed to both your personal account that is registered in the Defense Travel System (DTS) and to your government travel credit card based on the reimbursements selected on your authorization. (Expenses that are personal reimbursement will be sent to your personal account; expenses that are GOVCC/Individual reimbursement will be sent to your government travel credit card account.